

Taranaki Oil & Gas Security Working Group (TOGS)

TERMS OF REFERENCE

1. Purpose

- 1.1 To provide a consultative forum that can effectively provide advice on current, future and direction of Oil and Gas Security within New Zealand.
- 1.2 To provide advice, support on individual operators capabilities and response.
- 1.3 To establish and maintain robust relationships between the members of the group.
- 1.4 To enable a two-way information sharing between members of the group for it to understand situational awareness of activities within the industry and region.

2. Membership

- 2.1 Membership of the group is open to those who have a lead role¹ in the industry in the Taranaki area. Each member should provide one representative from their organisation to attend meetings and are able to provide a proxy if they are unable to attend.
- 2.2 New Plymouth Police
Thompson and Clark
Port Taranaki
Anadarko New Zealand
Origin Energy
Shell Todd Oil Services
AWE
Todd Energy
Helicopters New Zealand*
New Plymouth Airport*
Kea Petroleum
Greymouth Petroleum
TAG Oil
OMV
NZ Energy
Methanex
NZOG
NSEC

¹ Lead role definition – member is involved with survey, extraction or storage of O & G.
Does not include support agencies or contractors to companies

3. Thompson and Clark Role

- 3.1 Prepare agenda and issue notices for the meetings ensuring documentation for discussion or comment are attached to the agenda.
- 3.2 Distribute agenda prior to the meeting.
- 3.3 Take notes at proceedings.
- 3.4 Preparation of minutes of meetings for circulation to members.

4. Functions

- 4.1 At each meeting there would be standard agenda items consisting of:
 - Apologies
 - Issues arising
 - Overview of current activities (round table)
 - General business
- 4.2 Meetings
 - The group has agreed to hold three meetings a year.
 - Location to be advised prior to meeting
 - Non – members may be invited to join Group meetings on a one-off basis to aid discussion of a particular topic, for example, as speakers, observers or invited guests.
- 4.3 Sharing information
 - It is each members responsibility to make it clear where a matter shall remain confidential and not for discussion outside the group.
 - When sharing documents, members should make it clear if there is a restriction as to:
 - Copyright / use of contents
 - Further circulation of documents

5. Quorum

- 5.1 If unable to attend, members may nominate another representative from the organisation to attend. A quorum of 10 is required for the meeting to proceed.

6. Terms of Reference

- 6.1 Terms of reference would be reviewed on a yearly basis as from February 2014 as to its relevance and value.